

**Opening Date:** November 14, 2013  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, Texas  
**Posting Number:** 14-19  
**Monthly Salary:** \$5,155.59-\$7,083.34  
**Group/Class:** B25 / 3504  
**Travel:** 10%  
**Division:** General Counsel  
**Number of Positions:** 1

## **JOB VACANCY NOTICE**

### **Personnel/Contracts Attorney (Attorney IV)**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to  
Human Resources (512) 475-2142 Equal Opportunity Employer*

#### **Job Description**

Performs moderately complex attorney work related to employment law, ethics, contracts, grants, and other procurement matters. Provides legal advice, opinions, training/presentations and representation on employment law matters, contracts, grants, and other procurement matters. Represents the agency in employment law related disputes, including unemployment discrimination and procurement related negotiations and disputes, including protests and contract-related claims, as well as other matters as requested by agency management. Participates in assigned projects, including but not limited to the development of policies, rules, standard procedures and forms, review and implementation of legislative changes and similar projects. Advises the agency on ethics laws and policies.

#### **Essential Job Functions**

- Counsel and advise human resources on employment-related matters including discipline, termination, discrimination and harassment laws, leaves of absence and accommodations, wage-and-hour laws and practices, reductions in force, contract preparation and interpretation, and other employment-related matters.
- Conduct investigations in connection with employment litigation, arbitration, and internal complaints, and advise on the same.
- Negotiate and draft contractor, employee agreements and severance agreements.
- Oversee and assist in managing compliance with employment laws, including FLSA, ADA, ADEA, FMLA and Title VII.
- Conduct internal training on employment-related matters.
- Work collaboratively with human resources team to draft, revise, interpret and implement policies.
- Respond to open records requests, conduct rulemaking, monitor changes in state and federal agency rules.
- Draft substantive legal documents, including opinions, briefs, and memoranda that include analyses of agency authority under state and federal law.
- Draft contracts in accordance with agency's legal authority and with state and federal laws and regulations relating to contracts and contract management.
- Analyze agency compliance with state agency reporting requirements, records management requirements and open government requirements.
- Draft and analyze state and federal legislation.
- Perform duties as assigned.

#### **Minimum Qualifications**

Admission to the State Bar of Texas plus five (5) years of full-time experience in the practice of law. Member in good standing with the State Bar of Texas.

#### **Preferred Qualifications**

- Experience with administrative or contested case hearings.
- Knowledge of Texas procurement and contracting laws.
- Knowledge of and experience in preparing briefs or memoranda employment law matters/contracts.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

## Job Vacancy Notice (cont.)

Posting number 14-19

### **Knowledge, Skills, and Abilities**

- Skill in counseling and execution on a wide variety of employment law issues, including discrimination, harassment, wage and hour, termination, reductions in force, performance management, employee handbooks and policies, separation agreements, and other employment-related matters.
- Knowledge of fundamentals of contract law, government law and Texas state agency contracts.
- Skill in efficient legal research including use of Westlaw and other internet legal research.
- Superior oral and written communication skills.
- Ability to manage multiple priorities.
- Ability to identify relevant legal issues.

### **Remarks**

- Applicants must provide two writing samples with their application.
- Requires traveling occasionally for activities such as out-of-town meetings or training sessions.
- Copy of required official academic transcripts and/or licensures must be submitted at time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.
- Acceptable driving record must be presented at the time of interview.
- Requires moving up to 15 pounds of paper.